




STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

ICSD 12.0015

August 31, 2011

COMPTROLLER'S MEMORANDUM NO. 2011-22

TO: All Department Heads

FROM: Bruce A. Coppa
State Comptroller 

SUBJECT: Statewide Long Distance Conversion from Sprint to AT&T, January 1, 2012

The State Procurement Office awarded the new contract to AT&T for statewide long distance services. The initial contract period is January 1, 2012 to December 31, 2015, followed by three 1-year extensions.

Prior to the actual conversion from Sprint to AT&T at the end of the year, AT&T billing accounts must be created for all HATS numbers, toll free numbers, and outgoing trunks. We met with your department Telecom Coordinator (TC) on August 17, 2011, to explain the process of the conversion sheets which were provided them.

Following this meeting, an email was sent to your TC with a spreadsheet identifying all of your department's telephone numbers. Your TC needs to develop a hierarchy to send the individual accounts to the respective division, branch, or agency to check billing addresses and telephone numbers; and coordinate the return of the conversion sheets via email to their ICSD contact.

The conversion of long distance services to AT&T must be met by January 1, 2012. To meet this deadline, your department's supports to your department's TC and personnel in their efforts to complete and submit the long distance conversion sheets by September 14, 2011 is most helpful; as well as have your department's long distance billing set up in the most efficient manner.

If you have any questions, please call Debra Gagne, ICSD Administrator, at 586-1920 ext. 301, or have your staff contact Christopher Lai, ICSD Telephone Engineer, at 586-1930 ext. 617.

c: Telecom Coordinators